



First Point for Contact

We encourage students to build agency and make first contact with teachers. If you feel you need to make contact on your child's behalf, please use the table below so contact can be addressed appropriately.

You can email the school's email address and attention to the specific staff member or make a phone call.

When calling or emailing please provide the reason for contact as enquires that do not give a reason will not be able to be prioritised. We ask that you please be courteous and polite.

Staff	Reason for Communication
Class Teacher	Anything pertaining to the individual subject or class. This includes classwork, assessments, and general class enquiries.
Head Teacher	If a parent has worked with their child's classroom teacher and feels an issue requires further clarification or attention.
Head Teacher Administration Mrs J Blanch/Mr G Pollard	Mrs J Blanch: Attendance issues, support with Sentral and Moodle. Mr H Wang: BYOD technology help
Year Advisers	Can assist with matters related to wellbeing or concerns with overall engagement.
Head Teacher Welfare	Can assist with matters related to wellbeing concerns that are serious in nature.
Head Teacher Student Engagement	Can assist with enquiries regarding High Potential and Gifted Education & Student Leadership
Deputy Principal Inclusion and Support	If a parent feels that their child needs support due to individualised learning needs or currently receives support from the Learning Support Team.
Deputy Principal overseeing the student's year group	Can assist with general matters regarding curriculum and administration.

Issues should first be directed to the relevant staff member who may then escalate to the senior executive if required. Appointments to see senior executive can be made through school administration.

